

**DELAWARE PROFESSIONAL STANDARDS BOARD  
PROFESSIONAL DEVELOPMENT AND ASSOCIATED  
COMPENSATION SUBCOMMITTEE**

The Townsend Building  
401 Federal Street, Suite 2  
Dover, Delaware 19901

**Meeting Minutes**

January 18, 2018  
1:00 P.M.  
Cabinet Room, Townsend Building

**Members Present:** Mary Cooke, Darren Guido, LouAnn Hudson, Kim Krzanowski, Alyssa Moore, Jon Neubauer (left early), Lisa Pragg, Deb Stevens, and Rhonda West

**Members Absent:** Matt Burrows, Jim Comegys, and Deanna Hess

**Others Present:** Chris Kenton, PSB Executive Director; Rick Lane, PSB Administrative Assistant; Jenn Singh, Deputy Attorney General, representing the PSB

**I. Opening**

- A. Call to Order:** Alyssa Moore called the meeting to Order at 1:08 p.m.
- B. Roll Call**  
Rick Lane conducted roll call for the meeting with 9 members present (Cooke, Guido, Hudson, Krzanowski, Moore, Neubauer, Pragg, Stevens, and West).
- C. Approval of Agenda**  
A motion was made by Rhonda West and seconded by Deb Stevens to approve the January 18, 2018 agenda. *The motion carried unanimously* (Cooke, Guido, Hudson, Krzanowski, Moore, Neubauer, Pragg, Stevens, and West).
- D. Approval of Minutes**  
Due to insufficient members present that were in attendance at the July 11, 2017, and September 12, 2017 PDAC Meetings, the minutes were not able to be approved and will be posted for approval at the next meeting. A motion was made by Mary Cooke and seconded by Darren Guido to approve the minutes from the December 15, 2017 meeting. *The motion carried unanimously* (Cooke, Guido, Moore, Neubauer, Pragg, Stevens, and West).

**II. Presentations**

None

### III. Professional Standards Board Update

Rick Lane updated the committee on recent activities of the PSB.

### IV. Member Updates on Professional Learning

None

### V. Micro-Credential Issuer Evaluation Criteria

Alyssa Moore presented the Micro-credential issuer evaluation criteria with revisions from the last meeting. The members discussed and made several suggestions for the revision to be presented at the next meeting.

### VI. Other

None

### VII. Public Comment

None

### VIII. Adjournment

A motion to adjourn was made by LouAnn Hudson and seconded by Kim Krzanowski. *The motion carried unanimously* (Cooke, Guido, Hudson, Krzanowski, Moore, Pragg, Stevens, and West). The meeting adjourned at 2:09 p.m.